



**Mitt Romney**  
Governor

**Kerry Healey**  
Lieutenant Governor

**Robert C. Haas**  
Secretary

# *The Commonwealth of Massachusetts*

## *Department of Public Safety*

### *Board of Building Regulations and Standards*

*One Ashburton Place, Room 1301*

*Boston, Massachusetts 02108-1618*

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**Thomas G. Gatzunis, P.E.**  
Commissioner

**Gary Moccia**  
Chairman

**Stanley Shuman**  
Vice Chairman

**Robert Anderson**  
Deputy Administrator

## **Application for HIC/CSL Complaint**

In order to file a complaint against a person registered as a Home Improvement Contractor and/or holding a Constuction Supervisor's License, this form must be filled out completely and submitted to the Board of Building Regulations and Standards ("BBRS"). Submission of a complaint will not automatically result in a hearing against the contractor. Filing a complaint with the BBRS will not result in a monetary award to you. This complaint may result in disciplinary action against the contractor's registration or license. You will be notified in writing of any hearing scheduled relative to the contractor named in your complaint. Please refer to the Department of Public Safety website ([www.mass.gov/dps](http://www.mass.gov/dps)) prior to filing a complaint to ensure that the circumstances of your case fit within the prerequisites for filing a complaint.

**1. Does the contractor who aggrieved you hold (please circle one):**

1. Home Improvement Contractor registration (HIC)  
HIC registration # \_\_\_\_\_
2. Contract Supervisor's License (CSL)  
CSL# \_\_\_\_\_
3. HIC and CSL  
HIC registration # \_\_\_\_\_  
CSL # \_\_\_\_\_

**2. Your information:**

Name:

Address:

Address of property at issue (if different from above):

Tel: (    )

Fax: (    )

**3. License holder/Registrant (contractor):**

Name:

Business name:

Business address:

Tel: (     )

Date contract signed: \_\_\_\_\_

Amount of contract: \$\_\_\_\_\_

#### **4. FOR COMPLAINTS INVOLVING HOME IMPROVEMENT CONTRACTORS:**

Please circle the number of any of the following acts (in accordance with G.L. c.142A) which you allege took place in your dealings with the HIC registrant:

1. Operating without a certificate of registration issued by the administrator;
2. Abandoning or failing to perform, without justification, any contract or project engaged in or undertaken by a registered contractor or subcontractor, or deviating from or disregarding plans or specifications in any material respect without the consent of the owner;
3. Failing to credit to the owner any payment they have made to the contractor or his salesperson in connection with a residential contracting transaction;
4. Making any material misrepresentation in the procurement of a contract or making any false promise of a character likely to influence, persuade or induce the procurement of a contract;
5. Knowingly contracting beyond the scope of the registration as a contractor or subcontractor;
6. Acting directly, regardless of the receipt or the expectation of receipt of compensation or gain from the mortgage lender, in connection with a residential contracting transaction by preparing, offering or negotiating or attempting to or agreeing to prepare, arrange, offer or negotiate a mortgage loan on behalf of a mortgage lender;
7. Acting as a mortgage broker or agent for any mortgage lender;
8. Publishing, directly or indirectly, any advertisement relating to home construction or home improvements which does not contain the contractor's or subcontractor's certificate of registration number or which does contain an assertion, representation or statement of fact which is false, deceptive, or misleading;
9. Advertising in any manner that a registrant is registered under this chapter unless the advertisement includes an accurate reference to the contractor's or subcontractor's certificate of registration;
10. Violation of the building laws of the commonwealth or of any political subdivision thereof;
11. Misrepresenting a material fact by an applicant in obtaining a certificate of registration;
12. Failing to notify the administrator of any change of trade name or address as required by section thirteen;
13. Conducting a residential contracting business in any name other than the one in which the contractor or subcontractor is registered;

14. Failing to pay for materials or services rendered in connection with his operating as a contractor or subcontractor where he has received sufficient funds as payment for the particular construction work, project or operation for which the services or materials were rendered or purchased;

15. Failing to comply with any order, demand or requirement lawfully made by the administrator or fund administrator under and within the authority of this chapter;

16. Demanding or receiving payment in violation of clause (6) of paragraph (a) of section two which states: “a time schedule of payments to be made under said contract and the amount of each payment stated in dollars, including all finance charges. Any deposit required under the contract to be paid in advance of the commencement of work under said contract shall not exceed the greater of one-third of the total contract price or the actual cost of any materials or equipment of a special order or custom made nature, which must be ordered in advance of the commencement of work, in order to assure that the project will proceed on schedule. No final payment shall be demanded until the contract is completed to the satisfaction of the parties thereto;”

17. Violating any other provision of chapter 142A.

**5.** Please provide a detailed description of the acts or omissions committed by the licensee/registrant that lead you to file this complaint. When possible, please cite to the applicable section of the MA State Building Code. (The Code can be found at [www.state.ma.us/bbrs](http://www.state.ma.us/bbrs)).

**6.** Please attach any documents that you would like to have considered as part of this complaint. For example:

- A copy of the **building permit** and application (**Required for CSL complaints**)
- Copies of cancelled checks or receipts for payments to the contractor
- Photographs
- A copy of the contract
- A copy of the building plans
- Copies of any relevant court judgments or documents
- Copies of any correspondence with the contractor, or any other party, regarding the contract or the complaint

**7.** I hereby affirm that the information contained in this complaint package is true and accurate to the best of my knowledge and belief.

Signed under pains and penalties of perjury:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**8.** Please forward the complaint package to:

Program Coordinator  
Board of Building Regulations and Standards  
HIC/CSL Program  
One Ashburton Place, Room 1301  
Boston, MA 02108